

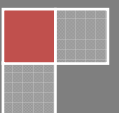
2017

AFRAC MANAGEMENT REVIEW PROCEDURE

AFRICAN ACCREDITATION COOPERATION

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1. PURPOSE

- 1.1 This document describes the procedure to be followed by the AFRAC Executive Committee (EXCO) when performing reviews of AFRAC's management system.

2. MANAGEMENT REVIEW

- 2.1 The EXCO is responsible to carry out the Management Review (MR) on an annual basis, and normally at the AFRAC General Assembly EXCO meetings.
- 2.2 The EXCO will review all matters (as in clause 2.5) since the previous Management Review.
- 2.3 The MR meetings are for the:
 - 2.3.1 Reporting and monitoring of Strategic issues affecting the performance of AFRAC;
 - 2.3.2 Improvement of the management system processes through the review of the adequacy and effective implementation of AFRAC's policies and procedures;
 - 2.3.3 Improvement of AFRAC' service and peer evaluation processes; and
 - 2.3.4 Identification of the need for resources;
- 2.4 The AFRAC Chair will receive input from all the Committee Chairs, the Treasurer and other AFRAC Members as required.
- 2.5 The MR shall review the following matters:
 - 2.5.1 Progress on previous AFRAC General Assembly (GA) resolutions;
 - 2.5.2 Progress on AFRAC Strategic Plan objectives;
 - 2.5.3 Previous MR reports to determine if corrective actions and improvement actions are being effectively implemented;
 - 2.5.4 Reports from the Chairs of the AFRAC Committees;
 - 2.5.5 AFRAC's financial matters;
 - 2.5.6 Appeals and complaints;
 - 2.5.7 Internal audit results and associated corrective actions;
 - 2.5.8 Outcome of ILAC/IAF evaluations of AFRAC, when applicable;
 - 2.5.9 Additional AFRAC documents to be revised or issued as deemed necessary by the AFRAC Chair, and/or the Chairs of each AFRAC Committee; and
 - 2.5.10 Changes in ILAC/IAF documents, when applicable.

2.6 The expected outputs of the MR will include the following:

2.6.1 Improvement of the management system and its processes;

2.6.2 Improvement of the MRA processes and extensions of the MRA scope (where applicable);

2.6.3 Need for resources (where applicable); and

2.6.4 Defining or re-defining of policies, goals and objectives.

3. MANAGEMENT REVIEW OUTCOME AND DISTRIBUTION

3.1 The AFRAC Secretariat in consultation with the AFRAC Chair and the MRA Council Chair shall complete a detailed draft MR Report to document the matters that were discussed, as described in item 2.

3.2 The AFRAC Secretariat shall distribute the draft report to the EXCO prior to the next EXCO meeting.

3.3 The EXCO shall have the opportunity to submit comments on the draft MR Report which shall be discussed during the EXCO meeting, or via email.

4. APPROVAL AND RECORDS

4.1 The MR Report shall be approved by the EXCO in the form of an EXCO resolution.

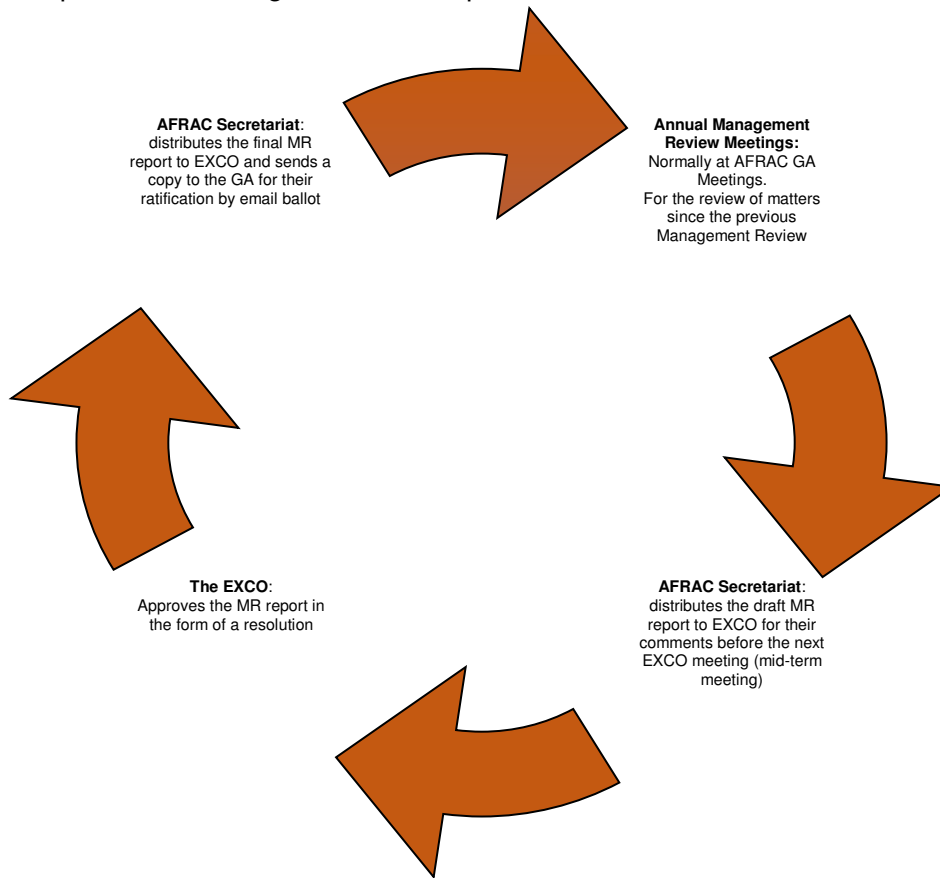
4.2 After approval by the EXCO, the AFRAC Secretariat shall distribute the final MR Report to the EXCO and file it accordingly.

4.3 The AFRAC Secretariat shall submit a copy of the MR Report to the GA for ratification of any action items contained in the report via email ballot.

4.4 If required, the GA may request the EXCO to carry out additional actions resulting from the MR.

ANNEX 1: AFRACs' MANAGEMENT REVIEW MEETING

The chart below explains the management review process:



ANNEX 2: AMENDMENT RECORD

Section	Change
1.1	Deleted “management” from “management reviews”
Page 2	AFRAC Secretariat contact details changed
2.1	Added “on an annual basis, and normally at the AFRAC General Assembly EXCO meetings.”
2	Points 2.2 and 2.3 added
3	Point 3 deleted: FREQUENCY OF MANAGEMENT REVIEW 3.1 AFRAC’s MR’s shall be conducted at intervals of no more than every 12 months.
4.2	“accordingly” replaced “in the AFRAC files”
Annex 2	Flowchart added